



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

OFFICE OF
AIR AND RADIATION

MEMORANDUM

August 15, 2017

SUBJECT: Request for Approval of Outside Activity

FROM:

(b) (6)

TO: Reid Harvey, Acting Director
Office of Atmospheric Programs (6201-M)

THRU: Pamela Bullard, Director
OAP Program Operations
Office of Atmospheric Programs

The purpose of this memorandum is to request your approval of outside activity (cf., 5CFR, Subpart H, Section 2635.803, Standards of Ethical Conduct for Employees of the Executive Branch). The following sections of this memorandum provide you with the information that you will need to make a determination.

Full name, title and grade: (b) (6) EE, GS-13

Nature of outside activity, including a description of the services to be performed and the amount of compensation expected:

I will be presenting a technical paper on air pollution control with Springer or Elsevier or other third party publisher. The purpose of the paper is to increase awareness in the proper utilization of technology to reduce air pollution. The title of the paper is "Improving and Monitoring Air Quality". I will receive "NO" compensation for the technical paper. Also, I will receive "NO" honorarium for writing the paper.

Name of business activity for which the work will be done (in cases of self-employment, indicate the type of services for which to be rendered and estimate the number of clients or customers anticipated during the next six months)

I will be presenting a technical paper on air pollution control with Springer or Elsevier or other third party publisher. I will receive "NO" compensation for the technical paper. Also, I will receive "NO" honorarium for writing the paper.

The estimated time to be devoted to the activity: 4 hours

Whether the service will be performed entirely outside of normal duty hours. If not, estimate the number of hours of absence from work required:

All work in the preparation of the paper will be performed during non-duty hours over a period of 4 hours. Estimate time in completing the production of the paper is 4 hours.

A statement that no official duty time or Government property, resources, or facilities not available to the general public will be used in connection with the outside employment:

No official duty time or Government Property, resources, or facilities not available to the general public will be used in connection with this activity.

The basis for compensation (e.g. fee, per diem, per annum, etc.)

I will receive "NO" compensation for writing the paper. Also, I will receive "NO" honorarium for writing the paper.

A statement that the employee has read, is familiar with, and will abide by the restrictions described in 5CFR Part 2635 (Subpart H on "Outside Activities") and Section 6401.102 (EPA's Supplement regulations):

A disclaimer will be added to the slide presentation or documents/book that states:

"This documents/book is an independent, non-federal publications, and the views expressed in the documents/book do not necessarily represent the views of the United States Government or any of its agencies. The Federal employee participating in the affairs of this publication/s does so in a private capacities, not on behalf of the Federal Government."

Furthermore, the employee will adhere to the official procedures of 5 CFR § 2635.807(b), which states:

"(1) An employee may include or permit the inclusion of his title or position as one of several biographical details when such information is given to identify him


provided that his title or position is given to more prominence than other significant biographical details”

The employee will only mention that he is the Quality Assurance Officer within the Office of Atmospheric Programs, Office of Air and Radiation, Environmental Protection Agency as part of his biographical description. No mention will be made of the employee’s work activity being performed within the contents of the documents/book.


Identification of any EPA assistance agreements or contracts held by the person to or from whom services would be provided:

No EPA assistance agreement or contract vehicle held by the employee will be used in the production of the documents/book.

Please approve this request or contract me at (b) (6) if additional information is needed for your review.


_____ I approve this activity

_____ I do not approve this activity



Reid Harvey, Acting Director
Office of Atmospheric Programs

SUBJECT: Request for Approval of Outside Activity
DATE: 7/31/2018
FROM: (b) (6)
THROUGH: Meg Patulski, Director, State Measures and Transportation Planning Center
TO: Leila Holmes Cook, Deputy Ethics Official, OTAQ

The purpose of this memo is to seek approval, on behalf of (b) (6) for her participation in uncompensated scientific research activities in her own time, described in greater detail below. I acknowledge that, as required by 5 CFR 6401.103 and reiterated in EPA policy, an employee must obtain approval from her Deputy Ethics Official before engaging in outside employment or certain activities (with or without compensation). This approval must be re-obtained every five years.

(1) Employee's name, title and grade;

(b) (6) Economist, GS-12

(2) Nature of the outside activity, including a full description of the services to be performed and the amount of compensation expected;

The nature of the activity is writing and publishing academic material (research papers, book chapters, etc.)—independently and in collaboration with peers from other federal agencies and academic institutions—and attending and presenting this research at academic conferences.

(3) The name and business of the person or organization for which the work will be done (in cases of self-employment, indicate the type of services to be rendered and estimate the number of clients or customers anticipated during the next 6 months);

This activity would be performed for the employee's personal fulfillment. She would receive no compensation for this activity.

(4) The estimated time to be devoted to the activity;

The amount of time per week spent on this activity would vary based on upcoming deadlines (i.e., 0–20 hours per week).

(5) Whether the service will be performed entirely outside of normal duty hours (if not, estimate the number of hours of absence from work required);

The proposed activity would be performed outside of the employee's normal duty hours and outside of the office, and no official duty time or Government property, resources, or facilities not available to the general public would be used in connection with the outside activity.

SUBJECT: Prior Approval of Outside Employment/Activity
DATE: April 25, 2019
FROM: (b) (6) Environmental Protection Specialist, 0028, GS-13
THROUGH: Cheryl Bynum
TO: Leila Holmes Cook, Deputy Ethics Official, OTAQ

Required by 5 CFR 6401.103 and reiterated in EPA policy, I am requesting approval from Leila Holmes Cook, Deputy Ethics Official (USEPA Office of Transportation and Air Quality) to engage in outside employment. The employment is expected to include compensation. I have not previously requested this approval.

Pursuant to EPA ethics requirements and policies:

- (1) *The nature of this outside activity will involve writing community-based stories for local and Michigan-based online and print publications. Compensation is not expected to exceed (b) (6) annually;*
- (2) *This work will be conducted on a self-employed basis and will involve basic research and writing. Up to 2 clients are anticipated in the next 6 months;*
- (3) *Estimated time to be devoted to the activity will not exceed 80 hours;*
- (4) *The service will be performed entirely outside of normal duty hours;*
- (5) *No official duty time or Government property, resources, or facilities not available to the general public will be used in connection with this outside employment;*
- (6) *The basis for compensation will be on a per news story basis (approximately (b) (6) per written word);*
- (7) *I am familiar with, and will abide by the restrictions described in 5 CFR part 2635 and Sec. 6401.102;*
- (8) *No EPA assistance agreements or contracts are held by a person or organization for whom these services will be provided.*

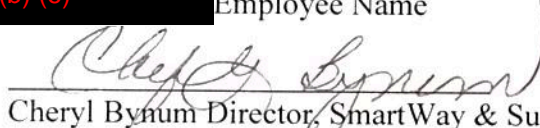
To my knowledge, there are no factors in this proposed outside employment that would give rise to a conflict of interest or appearance of a conflict of interest, or that would involve conduct prohibited by statute or Federal regulations. If you have any questions or comments, please let me know.

(b) (6)

(b) (6) _____
Employee Name

April 25, 2019

Date


Cheryl Bynum Director, SmartWay & Supply Chain Center

April 25, 2019

Date

Approval:


Leila Holmes Cook, Deputy Ethics Official

4-29-19
Date